



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Legal Specialist [Unclassified]			Salary TBE	
Posting Number 364-21	Position Number 066970	Number of Positions 1	Posting Period * From: 07/27/2021 To: 08/31/2021	
Location: Greystone Park Psychiatric Hospital, 59 Koch Avenue, Morris Plains, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION				
<p>Performs legal and policy research per guidelines established by the Office of the Attorney General (OAG); acts as liaison between the state department and the OAG in receiving, formulating, and transmitting requests for legal advice; prepares reports and recommendations on the impact of proposed, new or existing legislation; does related work as required. Provides support for Greystone Park Psychiatric Hospital (GPPH) and participants in the civil commitment process. Assists hospital professional staff and management to ensure compliance with court orders, new federal and state legislation/regulations, and legal standards for Not Guilty By Reason of Insanity. Supports Assistant Commissioner, the CEO of Greystone, and hospital management with rulemaking, hospital bulletins/procedures, and policy development (including but not limited to commitment, discharge and involuntary medication).</p> <p>Special Note: Admission to the New Jersey Bar is desirable.</p>				
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)				
<p>EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.</p> <p style="text-align: center;">OR</p> <p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p style="text-align: center;">AND</p> <p>EXPERIENCE: Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.</p> <p>NOTE: Appointees currently matriculating in an accredited law school as an LL.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.</p> <p>NOTE: The legal specialist may be a fulltime law school student working for the state on a limited part time basis or during periods when law school is not in session.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>				
IMPORTANT FILING INSTRUCTIONS				
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTOC@doh.nj.gov • Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #331-21 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>				

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*